



## JOB POSTING

### KITCHEN ASSISTANT, PART-TIME

1/18/2022

#### REPORTS TO: KITCHEN MANAGER

#### WHO WE ARE:

Ministry with Community (MwC) is a non-profit organization located in Kalamazoo, MI. We are a daytime shelter and resource center, open 365 days a year from 6:30am-4:30pm. The mission of MwC is to empower people to make positive life changes. To achieve our mission, we provide an environment of dignity, hope, trust and unconditional acceptance where all people are respected and valued. MwC does not discriminate based on race, color, national origin, religion, age, sex, gender identity, sexual orientation, disability, veteran status, marital status, familial status, height, weight or arrest record.

#### POSITION OVERVIEW

The Kitchen Assistant will assist the Cook to prepare and serve meals for MwC members (those we serve), at both breakfast and lunch, ensuring all standards of food temperature and safety are in place. The Kitchen Assistant is also responsible for the good working order and cleanliness of all kitchen equipment.

The Kitchen Assistant must demonstrate compassion, integrity, and trust. This individual must uphold the highest standards of ethics and values in alignment with the mission of Ministry with Community.

#### HOURS

This is a part-time position. Hours will vary - facility is open 6:30am-4:30pm seven days/week

#### POSITION REQUIREMENTS

- 18 years of age or older.
- At least 2 years of food preparation experience.
- Ability to communicate with others quickly and effectively.
- Ability to bend, twist, stoop, lift and reach is required. Occasionally lifting/moving objects of up to 50 pounds at one time.
- Ability to travel around all areas of MwC facility and outside property.
- Ability to see and hear the environment in order to monitor well-being of members, volunteers, interns, community partners/outreach workers and staff and identify adverse situations.
- Ability to learn quickly (desire to continue learning) and exhibit creative problem-solving.
- Strong organizational skills and ability to manage multiple tasks.
- Commitment to the highest level of customer service for both internal and external customers (staff, members, volunteers, donors).
- Commitment to diversity and customer service.

**PERFORMANCE EXPECTATIONS:**

1. First and foremost, place MWC member needs and the MWC mission front and center in all processes, decisions, tasks, work, and efforts.
2. Work to establish effective relationships with our diverse members, while maintaining an environment of dignity and respect.
3. Support and uphold MWC community expectations in a timely fashion, using excellent conflict management and interpersonal communication skills.
4. Actively contribute and participate in Kitchen and organization-wide meetings on a regular basis.
5. Is or will become ServSafe certified within 60 days of hire.
6. Other duties as assigned.

**SUCCESS PATTERNS:****Member Service****Productivity/ Quality of work****Dependability****Communication****Teamwork****Job Knowledge/Technical Skills/Skills Development****Initiative/Planning****Innovation/Problem Solving****Organizational Awareness****WAGE AND BENEFITS**

\$11.00/ hour

Optional matching 403(b) plan

**TO APPLY**

Please apply with the application found on our website at: [www.ministrywithcommunity.org/employment-opportunities](http://www.ministrywithcommunity.org/employment-opportunities)

**NO PHONE CALLS PLEASE.**

Deadline: 2/11/2022

This position requires mandatory drug screening and a background check.